

## RECREATION MANAGER

### Class Definition

Under general direction, plans, organizes, directs, and controls the day-to-day activities of the Recreation and Community Services Division.

### Distinguishing Characteristics

The Recreation Manager is responsible for directing the day-to-day operation of the Recreation and Community Services Division. Work involves administering, through deputy managers, the activities of the Recreation and Community Services Division. The incumbent reports to and receives direction from the Assistant Parks, Recreation and Community Services Director. This is an unclassified position in which the incumbent serves at the will of the Parks, Recreation and Community Services Director.

### Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned).

Develops, implements, and administers a comprehensive recreation and community services program in cooperation with, and utilizing the facilities of school districts, flood control districts, and other public agencies.

Reviews plans, programs, policy recommendations, and budget estimates submitted by deputy managers; confers with and advises deputy managers on all policies, activities, and problems relating to the activities and services of the division.

Develops general divisional policies for the operation, maintenance, and development of various recreation programs.

Prepares, reviews, analyzes, and administers both annual operating and capital improvement budgets for all programs of the division.

Meets with representatives of Federal, State, County, and civic and community organizations on matters of recreation facilities! services, and programs.

Confers with the Superintendent of Schools, school administrative staff, and principals on coordination and operation of all recreation programs.

Participates in intra-City and inter-agency committee work as directed by the Assistant Parks, Recreation and Community Services Director.

Considerable knowledge of the principles, practices, and methods of recreation administration.

Considerable knowledge of modern municipal management and public administration, including current budgetary and fiscal operations and controls.

Considerable knowledge of current literature, recent developments, and sources of information in recreation services and administration.

Ability to determine the recreation needs of the community and to develop necessary plans and programs to meet such needs.

Ability to maintain cooperative relations with government agencies, private agencies, and the general public.

Ability to communicate effectively, both orally and in writing.

*Minimum Qualifications*

Graduation from an accredited college or university with a Bachelor\*s Degree in recreation, education, physical education, public administration or closely related field and two years of management and administrative experience in a public agency recreation program. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Necessary Special Requirement*

Possession of a valid California Driver\*s License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

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